

**SECRET**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110057-3

<b>REPORTS INVENTORY</b>						CONTROL NO. DDS/OF-124						
PREPARE IN DUPLICATE												
1. TITLE OF REPORT (if a fill-in report include Form No.) Undisbursed Appropriation Account - Treasury Form No. BA 6653						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING						
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)						
		LOGISTICS		SECURITY								
		MEDICAL		<input checked="" type="checkbox"/> FINANCE								
4. NO. OF COPIES PREPARED  3		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Monthly				6. DISTRIBUTION (No. of components not number of copies)						
7. FORMAT (memorandum, form, computer print-out, etc)  Machine Listing		8. ADP PROCESSING <table border="1" style="width:100%;"><tr><td>YES</td><td rowspan="2">IF YES GIVE ADP PROCESSING NO.</td></tr><tr><td>NO</td></tr></table>				YES	IF YES GIVE ADP PROCESSING NO.	NO	9. DIRECTIVE AUTHORITY REQUIRING REPORT  U.S. Treasury Department			
YES	IF YES GIVE ADP PROCESSING NO.											
NO												
10. PREPARING COMPONENT (include lowest level contributing information to report)  Division of Central Accounts and Reports				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)								
<b>12. COST FACTORS</b>												
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>												
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR					
Costs not borne by Agency.												
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>												
TOTAL COSTS PER YEAR												
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.												
<b>14. FUTURE GOALS</b>												
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <table border="1" style="width:100%;"><tr><td><input type="checkbox"/> RETAIN AS IS</td><td rowspan="4"><input type="checkbox"/> OTHER (explain)</td></tr><tr><td><input type="checkbox"/> CHANGE</td></tr><tr><td><input type="checkbox"/> DISCONTINUE</td></tr><tr><td></td></tr></table>						<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	<input type="checkbox"/> CHANGE	<input type="checkbox"/> DISCONTINUE		ESTIMATED SAVINGS	
						<input type="checkbox"/> RETAIN AS IS		<input type="checkbox"/> OTHER (explain)				
						<input type="checkbox"/> CHANGE						
						<input type="checkbox"/> DISCONTINUE						
MAN-HOURS		DOLLARS										
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION						
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